



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000


7220
PERS-4
MAY 06 2014

DISTRIBUTION GUIDANCE MEMORANDUM (DGM) #4303-1404

Subj: FY14 FULL TIME SUPPORT AVIATION DEPARTMENT HEAD RETENTION BONUS

Encl: (1) FY14 FTS ADHRB Program Information
(2) FY14 FTS ADHRB Contract Template

1. Purpose. The Department of the Navy authorizes Aviation Career Continuation Pay (ACCP) as a supplement to Aviation Career Incentive Pay (ACIP) to maximize retention of career-minded Full Time Support (FTS) aviation officers.
2. Terms. "ACCP" refers to the Aviation Career Continuation Pay program in general, as governed by OPNAVINST 7220.9. The FTS Aviation Department Head Retention Bonus ("FTS ADHRB") is a subset of the FY14 ACCP program that offers a retention incentive to FTS officers who have completed their initial FTS minimum service requirement. The intent of the FTS ADHRB is to retain aviation-designated officers beyond their first assignment in FTS.
3. Points of Contact. For application questions, contact LCDR Chuck Minski at (901) 874-4146 or charles.minski@navy.mil. For policy questions, contact CDR Jason McCoy at (901) 874-3605 or jason.c.mccoy@navy.mil.
4. This DGM will remain in effect until cancelled or superseded.


J. D. ALEXANDER
Assistant Commander for
Career Management (PERS-4)

Distribution:
PERS-4327
PERS-46
BUPERS-318

FY14 FTS AVIATION DEPARTMENT HEAD RETENTION BONUS (ADHRB)

PROGRAM INFORMATION

1. Introduction. The Department of the Navy authorizes Aviation Career Continuation Pay (ACCP) as a supplement to Aviation Career Incentive Pay (ACIP) to enhance retention of career-minded aviation officers. The intent of the FTS ADHRB is to retain aviation officers beyond their first assignment in Full Time Support (FTS). Commanding Officers (CO) shall encourage qualified aviators to submit applications for the FTS ADHRB. COs must ensure that the information provided in the officer's application is complete and accurate, that the officer meets all eligibility requirements, and that no action is pending that may result in the officer being ineligible for ACCP. COs must provide positive endorsement of each FTS ADHRB application.

2. Contract Terms. The FY14 FTS ADHRB offers eligible officers an incentive to remain in FTS aviation service for three years, beginning after the expiration of their FTS minimum service requirement (MSR). Officers who sign FTS ADHRB contracts incur twelve, twenty-four, or thirty-six months of obligated service beginning on the date of contract approval by PERS-43. Entering into an FTS ADHRB contract also constitutes consent to accept aviation department head (DH) orders or aviation wing staff orders and complete a DH or wing staff tour. Officers whose FTS ADHRB obligated service expires during their DH or wing staff tour shall serve in the DH billet until their projected rotation date (PRD). Total FTS ADHRB contract amounts are:

HM	\$10,000/year
HSC	\$20,000/year
HSL/HSM	\$25,000/year
HT	\$5,000/year
VAQ	\$5,000/year
VFA/C	\$25,000/year
VP	\$10,000/year
VR	\$10,000/year
VT(J)	\$15,000/year
VT(P)	\$10,000/year
VAW	No bonus offered

3. Payment Program

a. FTS ADHRB payments will be paid by direct deposit. ACCP installments are never tax-free, regardless of the individual's location upon receipt of initial payment or anniversary installments.

Enclosure (1)

b. Aviation officers whose applications are approved will receive their initial ACCP payment after approval from PERS-4327 or upon reporting to designated billet, whichever is later.

4. Timelines. As of the date of this memorandum, applications will be accepted by PERS-4327. Applications must be received by PERS-4327 by 31 August 2014. **Applications for the FY14 FTS ADHRB will not be accepted after 31 August 2014.** Please call LCDR Charles Minski (contact information below) to confirm receipt of application prior to the deadline.

5. Eligibility. Aviators must have completed their ADSO for undergraduate flight training and not be obligated under a current ACCP agreement. Aviators must have completed their initial obligation incurred when accepting redesignation to FTS. The FTS MSR is two years for officers who transfer from the Active-Duty List and three years for Selected Reserve officers recalled to FTS. Mobilized and temporarily recalled reserve officers are not eligible for ACCP.

a. Length of Service. By law, ACCP contracts may not extend beyond 25 Years of Aviation Service (YAS) and must be at least 12 months in length. Therefore, aviators must not have exceeded 24 YAS at time of ACCP approval by PERS-4327. Length of contracts limited by 25 YAS will be determined by PERS-4327. Eligible aviators with greater than 12 months, but less than 36 months to 25 YAS, will receive their final bonus payment pro-rated for the number of months remaining to 25 YAS.

b. Failure to select for promotion. Aviation officers in a failure of selection (FOS) status for promotion to the next higher pay grade are not eligible to apply for FTS ADHRB. Additionally, if an officer's promotion is being held in abeyance for any reason, bonus applications will be held until such a time that a final adjudication is made and officially promulgated.

c. Designator. This enclosure governs the FTS ADHRB. Applicants for this program must be FTS unrestricted line aviators with a 1317 or 1327 designator (LT or LCDR only).

d. FTS ADHRB applicants must be a LT or LCDR and must not be selected for or actually promoted to the rank of Commander (O-5) or above.

e. Lateral Transfer. An officer who has been selected for and has accepted transfer to a designator other than 1317 or 1327 is not eligible to apply for FTS ADHRB. An officer who has applied for or

been selected for lateral transfer, but has not yet accepted, and subsequently signs an FTS ADHRB contract, becomes ineligible to transfer or change designator until after completion of FTS ADHRB obligated service.

f. Applicants must have completed an operational squadron tour (active or reserve component) as a designated pilot or NFO of at least thirty months duration.

g. Applicants must be serving in a squadron department head/wing staff billet on contract commencement date.

h. Aviation officers who received a prior bonus that obligates them through 15 years of service are not eligible for squadron DH/wing staff ACCP.

i. Aviation officers are eligible for only one FTS ADHRB. Officers who have received an ADHRB from the active component are allowed to apply for the FTS ADHRB as long as they meet all requirements in this enclosure.

j. Applicants must remain in an aviation designator (1317/1327) throughout the full period of ACCP obligation.

k. Applicants must be favorably recommended by their Commanding Officer or reporting senior.

l. All requirements for ACCP participation delineated in OPNAVINST 7220.9 apply. Final determination of an officer's FTS ADHRB eligibility shall be determined by PERS-4327.

6. ACCP Options

a. FTS ADHRB is available in twelve, twenty-four, or thirty-six month contracts.

b. The determination of which squadron DH/wing staff bonus contract an aviator is eligible for is made by calculating the number of months between the expiration of the aviator's FTS MSR and 30 September of the FY in which the aviator is in zone for promotion to O-5. Final determination of O-5 in-zone eligibility will be made per the most recent FTS URL promotion zone forecast. Contract lengths will be determined as follows:

(1) Effective date of ACCP contract will be based on date the application is received by PERS-4327, commencement of qualifying

duties at the eligible tour, or the ACCP NAVADMIN release date, whichever is later.

(2) Applications will not be backdated for any reason. Aviators are required to apply for the maximum contract length for which they are eligible.

(3) Twelve month contract: 6-12 months remaining between MSR expiration and 30 September of O-5 in-zone FY;

(4) Twenty-four month contract: 13-24 months between MSR expiration and 30 September of O-5 in-zone FY;

(5) Thirty-six month contract: more than 25 months between MSR expiration and 30 September of O-5 in-zone FY.

7. Prohibitions While Under FTS ADHRB Contract

a. Lateral Transfer / Redesignation

(1) Aviation officers obligated by an ACCP contract are not eligible to apply for the Lateral Transfer/Redesignation board or other programs that require a change of designator until they are within 12 months of expiration of FTS ADHRB obligated service.

(2) If selected for lateral transfer, redesignation, or other programs that require a change of designator, redesignation of the officer to the new community will not be executed, nor will the officer be released to the new community for duty, until completion of FTS ADHRB service obligation or PRD from current orders, whichever is later.

b. Inter-Service Transfer. Officers under FTS ADHRB contract are not eligible to apply for inter-service transfer out of the Navy until within 12 months of ACCP contract obligation expiration. The inter-service transfer will not be executed until after the ACCP obligation has expired.

8. Repayment Policy. In order to maintain FTS ADHRB eligibility while under contract, an officer must remain on active duty in aviation service in the designator they held when signing their contract, and continue to meet all eligibility requirements listed in this memo and in OPNAVINST 7220.9. When an officer fails to satisfy the terms of the contract, PERS-43 shall either seek repayment of the unearned portion of the bonus (e.g., service member misconduct), allow the service member to keep bonus monies paid with no further

payments (e.g., medical reasons not due to misconduct); or pay the full amount of the contract (e.g., death or combat-related disability not due to misconduct). In addition to the repayment stipulations delineated in DOD FMR Volume 7A Chapter 2 and OPNAVINST 7220.9, the following conditions apply regarding an officer's continuing eligibility to receive ACCP once under contract.

a. Voluntarily declining of orders to an aviation FTS tour will render an aviator ineligible for any ACCP contract. Officers under contract who decline orders to an aviation FTS tour are considered to be in breach of contract and will be subject to full recoupment of all FTS ADHRB installments received.

b. Detached for Cause (DFC), etc. An individual that is detached for cause, relieved, or removed from any PERS-4327 assigned billet for adverse reasons, is no longer ACCP eligible. Future FTS ADHRB installments, as applicable, will be cancelled and the member is subject to recoupment of unearned portions of prior installments. If ACCP eligibility is terminated for DFC or other adverse circumstances, eligibility for any future ACCP offering will not be reinstated for any reason.

c. Death. In the event of the death of the service member, the unpaid portion of the ACCP contract will be awarded to the member's estate.

9. Application Procedures

a. FTS ADHRB applications must include the following items and no others (please do not submit any additional documentation not listed here):

(1) Signed FTS ADHRB contract (enclosure 2)

(2) Endorsement on command letterhead from Commanding Officer or reporting senior

b. Applicants must apply within the same fiscal year in which their eligibility date occurs and payment will begin after completion of ADSO, current ACCP/ACP contract, or upon arrival to the ACCP eligible billet.

c. ***The FTS ADHRB constitutes a binding legal contract.*** As such, applicants must sign and submit the FY14 FTS ADHRB contract exactly as written in enclosure 2 of this DGM, verbatim. Formatting deviations are acceptable, but language or content deviations are

not. Applications containing language or content deviations will be rejected.

d. Eligible candidates may submit applications via their Commanding Officer or reporting senior to:

COMMANDER NAVAL PERSONNEL COMMAND
PERS-4327
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-4300

e. Application via fax or email is authorized, but hard copy of the original application must be submitted to the PERS-4327 address above. If desired, please fax applications to (901) 874-2755 to the attention of LCDR Charles Minski, or email to charles.minski@navy.mil. Applications must be received at PERS-43 by 31 August 2014. ***Applications for the FY14 FTS ADHRB will not be accepted after 31 August 2014.***

f. FTS ADHRB contracts will be considered binding as of the date of PERS-43 approval.

10. PERS-43 is the final adjudication authority for all ACCP program execution issues to include policy, eligibility, termination, and repayment. This does not include remission of indebtedness cases. Any request for remission of indebtedness will be adjudicated by proper authority in accordance with applicable statute, Department of Defense regulations and Department of the Navy guidance.

11. Points of Contact

For application questions:

LCDR Charles Minski at (901) 874-4146 / DSN 882-4146
E-mail: charles.minski@navy.mil

For policy questions:

CDR Jason McCoy at (901) 874-3605 / DSN 882-3605
Email: jason.mccoy@navy.mil

FY14 FTS AVIATION DEPARTMENT HEAD RETENTION BONUS CONTRACT

From: RANK First Name MI Last Name, USN, Designator
To: Commander, Navy Personnel Command (PERS-4327)

Subj: REQUEST FOR FY14 FTS ACCP (AVIATION DEPARTMENT HEAD RETENTION BONUS)

Ref: (a) FY14 ADHRB Program Information
(b) Title 37, United States Code, Sections 301b and 303a(e)
(c) DOD Financial Management Regulation, Volume 7A, Chapter 2
(d) OPNAVINST 7220.9
(e) MILPERSMAN 1920 Series

1. I have read and understand the provisions of references (a) and (d) including all provisions related to termination of payments to be made under this agreement and the circumstances under which recoupment by the government of sums paid may be required, to which I agree. I understand that if I fail to fulfill the terms of this contract, I may be subject to ACCP recoupment in accordance with references (a), (b) and (c). I hereby apply for the special pay authorized by references (b) and (d).

2. Contingent upon acceptance of my application for this special pay, I consent to serve on active duty for a period of (note 1) months from the commencement of qualifying duties, the date of approval of this request by PERS-4327, or the date of release of reference (a), whichever is later. I understand that I am not eligible for redesignation prior to completion of my Full Time Support (FTS) Aviation Department Head Retention Bonus (ADHRB) agreement, and that I am not eligible to apply for programs that would lead to re-designation until within one year of the end of my ADHRB obligated service. I further understand that even if my FTS ADHRB service obligation expires prior to the end of my department head tour, that I may not be released from active duty, or from my assignment in my 1317 or 1327 designator, until my projected rotation date (PRD) in accordance with reference (e). I further understand that I will be ineligible for any other ACCP program until the expiration of my ADHRB service obligation. I also understand that upon contract approval by PERS-43, this application is binding, and that thereupon I will be eligible to receive (note 2) in the (note 3) community, paid out over the length of this agreement as described in references (a) and (d).

3. By submitting this application, I understand that in the event of failure of selection for promotion to LCDR (O-4), I will become ineligible for FTS ADHRB, future installments will be cancelled, and unearned portions of ACCP already received will be recouped. I understand that if I do not accept orders to or complete a department head tour for any reason, or if I am unable to fulfill my three year service obligation for any reason, I will become ineligible for ACCP, that all scheduled future payments will be cancelled, and that previous payments received may be subject to repayment in accordance with references (a), (b), (c), and (d).

4. Any questions concerning my application can be directed to:
(Applicant's Information)

DSN/commercial number: xxx-xxxx / (xxx)xxx-xxxx

Email address:

(signature)
Typed name

Enclosure (2)

FY14 FTS AVIATION DEPARTMENT HEAD RETENTION BONUS CONTRACT INSTRUCTIONS

Note 1: ACCP eligible aviators must enter the maximum contract length for which they are eligible. Enter 12 months, 24 months, or 36 months as follows:

(a) If in a designated squadron DH/wing staff billet as of 1 Oct 2013 and have less than one year, but greater than six months, remaining until 30 September of their O5 in-zone year, enter 12.

(b) If in a designated squadron DH/wing staff billet as of 1 Oct 2013 and have at least one year remaining until 30 September of their O5 in-zone year but less than 2 years remaining until 30 September of their O5 in-zone year, enter 24 months.

(c) If in a designated squadron DH/wing staff billet as of 1 Oct 2013 and have at least two years remaining until 30 September of their O5 in-zone year, enter 36 months.

(d) If scheduled to report to a designated billet after 1 Oct 2013, enter contract length as specified above.

(e) If reporting to a designated billet after 30 Sep 2014, wait until FY15 ACCP program authorization to apply.

Note 2: FTS ADHRB eligible aviators must enter the maximum contract amount for which they are eligible based on their designator and community. Enter as follows:

Enter contract value as follows:

HM	\$10,000/year
HSC	\$20,000/year
HSL/HSM	\$25,000/year
HT	\$5,000/year
VAQ	\$5,000/year
VFA/C	\$25,000/year
VP	\$10,000/year
VR	\$10,000/year
VT(J)	\$15,000/year
VT(P)	\$10,000/year

Note 3: Enter your applicable community:

HM/HSC/HSL/HSM/HT/VAQ/VFA/VFC/VP/VR/VT(J)/VT(P)

FY-14 FTS ACCP applications must be received by PERS-4327 no later than close of business on 31 August 2014.

If there are any questions on the status of your application, please contact PERS-4327 prior to the deadline.